



Business Gateway



**Advisory Group Meeting
January 10, 2006**



Purpose:

- Inform the Advisory Group of:
 - MOU Status,
 - Q2 Data Call Details and Timeline,
 - Initial Business.gov Design Concepts, and
 - Forms Catalog Status

Expected Outcome:

- A clear understanding regarding upcoming Q2 Data Call activities and the Advisory Group role



- Project Management Review:
 - MOU Status
- Project Status:
 - Portal Content
 - Q2 Data Call Details and Timeline
 - Portal Design
 - Design Concepts
 - Outreach and Communications Update
 - Forms Catalog
- Next Steps:
 - Distribution of Q2 Data Call



➤ MOU Status:

| Agency | \$ Amount | Status | Signed MOU Date | Funding Transferred |
|-----------|--------------|--|-----------------|---------------------|
| HHS | \$825,216 | Internal Process at HHS | TBD | |
| DOD | \$515,760 | Internal Process at DoD | TBD | |
| TREASURY | \$1,547,280 | Internal Process at Treasury | TBD | |
| HUD | \$515,760 | Awaiting IAA and Hill approval | 12/7/2005 | |
| JUSTICE | \$322,350.00 | Internal Process at Justice | TBD | |
| GSA | \$64,470.00 | Signed; Awaiting Appropriation Approval | 11/15/2005 | |
| VA | \$322,350.00 | Internal Process VA | TBD | |
| EPA | | | | |
| | \$515,760.00 | Signed MOU 11/4/2005; IAA signed 11/10/2005 | 11/15/2005 | |
| SSA | \$322,350 | Internal Process at SSA | TBD | |
| USDA | \$825,216 | Internal Process at USDA | TBD | |
| LABOR | \$825,760 | Awaiting SBA to resign MOU | TBD | |
| STATE | \$171,920 | Internal Process at State | TBD | |
| EDUCATION | \$515,760 | Signed; Awaiting Appropriation Approval | 12/14/2005 | |
| ENERGY | \$171,920 | Internal Process at Energy | TBD | |
| DHS | | SBA approved DHS changes awaiting DHS' signature | | |
| | \$825,216 | | TBD | |
| DOI | \$322,350 | Internal Process at Interior | TBD | |
| DOT | \$825,216 | Awaiting SBA to resign MOU | TBD | |
| OPM | \$171,920 | Internal Process at OPM | TBD | |
| SBA | \$64,470 | Internal Process at SBA | TBD | |
| NASA | \$64,470 | Internal Process at NASA | TBD | |
| COMMERCE | \$515,760 | Internal Process at Commerce | TBD | |
| NSF | \$64,470 | Internal Process at NSF | TBD | |



➤ Q2 Data Call Details

- Q2 FY 06 Data Call is critical for the success of Business Gateway
- BG is committed to making the response to this data call as painless as possible
- BG is requesting a broad range of compliance assistance related information
 - BG defines *Compliance Assistance* as information that helps businesses understand their obligations under federal laws and regulations. Business.gov's compliance assistance will focus on mandatory, government-enforced regulations
- BG has identified and defined 12 resource types for this data call



POC

| Primary Point of Contact: | | Secondary Point of Contact: | |
|---------------------------|--|-----------------------------|-----------------------------------|
| Name: * | <input type="text" value="Howard Hughes"/> | Name: | <input type="text"/> |
| Phone: * | <input type="text" value="123-123-1234"/> ###-###-#### | Phone: | <input type="text"/> ###-###-#### |
| eMail: * | <input type="text" value="Howard.Hughes@ifly.com"/> | eMail: | <input type="text"/> |
| Agency: * | <input type="text" value="EPA"/> | Agency: | <input type="text"/> |
| Sub Agency / Owner | <input type="text" value="Air"/> | Sub Agency / Owner | <input type="text"/> |

* = Required Field



Level 1 And Level 2 Topic *

Drop down selects Level 1 and Level 2 simultaneously.

Opens a new Edit form for record modification

Add New Line

Edit A Stored Line

EXIT

Level 3 Topic *

Drop down values based on Level 1 Level 2 choice.

URL *

Title *

Description *

Key Words *

Compliance Resource Type*

Document Type

Business Sector*

Document Size

Publication Date

Point of Contact

Name

Phone

eMail

Sub Agency

* = Required Fields

To allow multiple item selection.

Pre-filled from POC form data.



| RESOURCE TYPE | DEFINITION | EXAMPLES* | NOTES |
|---|---|--|---|
| 1. Compliance guides (longer than fact sheets) | Plain language, easy-to-understand guides to a particular law(s), standard(s), or regulation(s) or developed for a particular business sector | http://www.epa.gov/sbo/pdfs/hazwaste_500.pdf http://www.fcc.gov/ocbo/FCC02_214.pdf http://www.dol.gov/compliance/guide/index.htm http://www.epa.gov/compliance/resources/publications/assistance/sectors/notebooks/dry.html http://www.dol.gov/esa/regs/compliance/whd/newbus3.htm http://www.fmcsa.dot.gov/safety-security/eta/index.htm http://www.osha.gov/recordkeeping/index.html http://www.efast.dol.gov/forms_pubs.html http://www.msha.gov/forms/forms.htm http://www.fmcsa.dot.gov/registration-licensing/online-registration/onlineeregdescription.htm | <p>"recordkeeping and reporting" CA resources would be included here or in #3.</p> <p>On the datacall spreadsheet, please list "recordkeeping" or "reporting" in the key word column so the resources can easily be found via search. (note: the Guide should have a link to the appropriate form on forms.gov)</p> |

E-GOV Data Call Resource Types (Cont'd)



| | | | |
|--|---|--|---|
| 2. Information on training or consultation services | Information on consultation or training services or training materials provided on the agency's laws and regulations (e.g., web pages, on-line brochures, PowerPoint presentations) | http://www.irs.gov/businesses/small/article/0,,id=99202,00.html http://www.vodium.com/MediapodLibrary/index.asp?library=esa_541&sessionArgs=0B1000010001000 http://www.osha.gov/dcsp/smallbusiness/consult.html http://www.msha.gov/Education&Training.HTM http://www.osha.gov/dcsp/ote/index.html ; http://www.tsi.dot.gov/ | |
| 3. Fact sheets (shorter than compliance guides), brochures and FAQs | Short, one to two page; basic explanatory information on a compliance tool, law(s) or regulation(s) | http://www.epa.gov/oilspill/pdfs/spccfact.pdf http://www.fmcsa.dot.gov/documents/hazmat/hm-brochure.pdf http://www.dol.gov/esa/fact-sheets-index.htm http://www.dol.gov/compliance/news/spotlight_smallbus.pdf | If there are many fact sheets on one portal page all related to one topic, you can include just the portal page and not each fact sheet on it; same for FAQs. |

E-GOV Data Call Resource Types (Cont'd)



| | | | |
|--|---|--|---|
| 4. Posters/Graphics/Logos | Workplace posters (some required by law or regulation; some optional) | http://www.dol.gov/compliance/topics/posters.htm http://www.fmcsa.dot.gov/rules-regulations/truck/driver/hos/HOSPoster.htm | In description, note whether posters are mandatory or optional |
| 5. Notices (including notification templates) | Model notices or templates (notices required by regulations) | http://www.dol.gov/ebsa/publications/healthlawsnotice.html http://www.dol.gov/esa/forms/whd/WH-381.pdf | Include, if useful and used frequently by businesses. Examples: COBRA notices, FMLA notices, Certification of Group Health Coverage |
| 6. Policy or enforcement guidance | Short, plain language information or memorandum on an interpretation of a law or regulation | http://www.dol.gov/esa/whd/opinion/opinion.htm http://cfpub.epa.gov/adi/ | Letters of implementation, guides, opinion letters |

E-GOV Data Call Resource Types (Cont'd)



| | | | |
|---|--|---|--|
| 7. Webpage / Web portal | <p>Web page or portal providing easy to understand compliance information on a particular law(s), standard(s) or regulation(s); links to additional compliance assistance resources may be provided from the web page or portal.</p> | <p> http://cfpub.epa.gov/npdes/ http://www.fmcsa.dot.gov/rules-regulations/administration/fmcsr/fmcsrguide/details.asp?rule_toc=730&section_toc=730 http://www.osha.gov/dcsp/smallbusiness/index.html http://www.dol.gov/esa/regs/compliance/olms/CA_smallunions.htm http://www.youthrules.dol.gov/index.htm http://youth.eeoc.gov/ http://www.eeoc.gov/employers/smallbusinesses.html http://www.fmcsa.dot.gov/safety-security/hazmat/complyhmregs.htm </p> | <p>The compliance resources (e.g., compliance guides, fact sheets, etc.) accessible from this webpage or web portal do not need to be included elsewhere in this data call.</p> |
| 8. Compliance Checklists and How-To Guides | <p>A checklist designed to help industry determine if they are compliant with a law(s), standard (s) or regulation(s)</p> | <p> http://www.epa.gov/ttn/atw/aerosp/aerochk.pdf http://epa.gov/compliance/resources/policies/incentives/auditing/apcol-rcrad.pdf http://www.dol.gov/ebsa/publications/selfcompliancecetool.html http://www.youthrules.dol.gov/selfassess_restaurant.htm </p> | |

E-GOV Data Call Resource Types (Cont'd)



| | | | |
|---|--|---|---|
| 9. Electronic compliance tools | <p>An interactive web site or system that walks the user step-by-step through a process until they reach a result; includes interactive training tools. If is the former type, the results page will answer the user's question or the page will link to compliance assistance resources that are most likely able to answer the question.</p> | <p>http://www.dol.gov/elaws/firststep/</p> <p>http://www.osha.gov/dts/osta/oshasoft/index.html#eTools</p> | <p>FROM DATA CALL #1 - combines electronic reporting tools and expert systems / wizards and reporting assistance tools.</p> |
| 10. Interactive Frequently Asked Questions | <p>Web page of FAQs on compliance issues that uses advanced search, database, or other technology to help the user find the FAQ most likely to match the user's interest.</p> | <p>http://waste.custhelp.com/cgi-bin/waste.cfg/php/enduser/std_alp.php</p> <p>http://www.irs.gov/faqs/index.html</p> <p>http://www.dol.gov/ebsa/FAQs/faq_compliance_hipaa.html</p> <p>http://publicaccess.custhelp.com/cgi-bin/publicaccess.cfg/php/enduser/std_alp.php</p> | <p>FROM DATA CALL #1; should not just a static page of questions and answers, those items belong in #3.</p> |

E-GOV Data Call Resource Types (Cont'd)



| | | | |
|---|---|---|--|
| 11. Points of Contact - Lists or Directories | Web pages, databases, etc. with names, addresses, phone numbers, and/or e- mail addresses for subject matter experts. | http://cfpub.epa.gov/npdes/contacts.cfm?program_id=0&type=NPDES | |
| | | http://www.epa.gov/ttn/atw/epaprogs.html | |
| 12. Other tools | Have we missed something important? Please add it here | | |



➤ Q2 Data Call Timeline

- | | |
|---|-------------------------|
| • Agencies Verify Topics/Subtopics | January 12, 2006 |
| • Send Data Call Packet to Agencies | January 13, 2006 |
| • Training Session #1 | January 24, 2006 |
| • <i>Sample of Agency Data Call Due to BG</i> | February 1, 2006 |
| • Training Session #2 | February 8, 2006 |
| • Q2 2006 Data Call Template to BG | March 31, 2006 |

Contact Charles Bram with any questions,
charles.bram@sba.gov or 703.338.0999



- The Business Gateway PMO recently was presented three different initial portal design concepts for business.gov
- Each design was reviewed and the BG PMO has requested that JDG present another round of design options that present both a government and business feel
- The two design concepts that JDG is refining are presented on the next two slides






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Find compliance assistance information:

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OR

Use the Question & Answer Wizard

By completing a few easy questions about your business, we can identify what you need to know about compliance. Our Q & A Wizard finds priority compliance information and returns it to you based on your answers.

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OR

Browse Topic Directory

| | |
|---|--|
| <p>Topic (2,342)</p> <p>Subtopic (124), subtopic (54), View All</p> | <p>Topic (354)</p> <p>Subtopic (234), subtopic (17), subtopic (65), View All</p> |
| <p>Topic (456)</p> <p>Subtopic (17), subtopic (64), View All</p> | <p>Topic (1,973)</p> <p>Subtopic (876), subtopic (98), subtopic (143), View All</p> |
| <p>Topic (1,703)</p> <p>Subtopic (986), subtopic (432), View All</p> | <p>Topic (42)</p> <p>Subtopic (13), subtopic (7), subtopic (3), View All</p> |
| <p>Topic (32)</p> <p>Subtopic (6), subtopic (18), View All</p> | |

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Highlight timely compliance assistance content from agencies, rotate regularly

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Compliance Contacts

FAQ's about Compliance

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Your search for **workplace safety** retrieved 5317 results.
 Results 1-10 shown of 5317

Workplace Safety Toolkit (99%)
 ...Workplace Safety Is No Accident: An Employer's Online Toolkit to Protect Employees and Volunteers ... Workplace Safety Quiz ... <http://nonprofitrisk.org/hs/wsp.htm> - 55.4KB

Workplace Safety Home (97%)
 ... The Utah Occupational Safety and Health Division will preserve human resources by providing safety and health assistance through consultation ... by establishing and enforcing occupational safety and health standards. ... <http://worksafe.laborcommission.utah.gov/> - 3.3KB

NIOSH: The National Institute for Occupational Safety and Health | CDC (89%)
 As part of the CDC, NIOSH is the main US federal agency responsible for conducting research into occupational safety and health matters, as well as for ... www.cdc.gov/niosh/homepage.html - 12k

CDC - Workplace Safety & Health (89%)
 The National Institute for Occupational Safety and Health...more ... This Alert describes health effects that may occur because of workplace exposure to ... www.cdc.gov/nedsa.do?id/0900f3ec8000ec09 - 45k

OSHA Workers' Page (74%)
 How To Prepare For Workplace Emergencies - Job Safety & Health Protection Poster - OSHA Fact Sheets - OSHA Inspections - Personal Protective Equipment www.osha.gov/as/opa/workers/ - 49k

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Three ways to find compliance assistance information:

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<http://worksafe.laborcommission.utah.gov/> - 3.3KB

NIOSH: The National Institute for Occupational Safety and Health | CDC (89%)
As part of the CDC, NIOSH is the main US federal agency responsible for conducting research into occupational safety and health matters, as well as for ...
www.cdc.gov/niosh/homepage.html - 12k

CDC - Workplace Safety & Health (89%)
The National Institute for Occupational Safety and Health...more ... This Alert describes health effects that may occur because of workplace exposure to ...
www.cdc.gov/noda.do?id/0900f3ec8000ec09 - 45k

OSHA Workers' Page (74%)
How To Prepare For Workplace Emergencies • Job Safety & Health Protection Poster • OSHA Fact Sheets • OSHA Inspections • Personal Protective Equipment
www.osha-slc.gov/opa/worker/ - 49k

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- BG and JDG will be completing the following tasks in the next couple of weeks:
 - Partner Agency phone interviews to inform Communications Plan
 - Identify Marketing/Outreach/Communications experts who understand your channels of communication to business customers
 - JDG can help you identify the right person in your agency to be interviewed
 - Shivani will send an email describing purpose and outlining topic questions
 - JDG will coordinate and conduct 20 minute phone interviews



- Number of Forms in Catalog: 5,526
- Total Documents in Catalog: 6,848
- Broken Links: Less than .5% but requires continuous monitoring
- Federal Forms Catalog Version 2.2 Minor Release
 - Date: January 26, 2006
 - On Schedule
- Version 2.3 ROCIS Interface
 - Design Document: January 27
 - Delivery to Integration Server: April 21
 - Expecting Delivery of ROCIS Modifications for Testing: May, 2006

Federal Forms Catalog Population



| Agency | Records | Forms | Agency | Records | Forms |
|---|---------|-------|---|-------------|-------------|
| Commodities Futures Trading Commission (CFTC) | 21 | 21 | General Services Administration (GSA) | 133 | 70 |
| Consumer Product Safety Commission (CPSC) | 1 | 1 | IAP - Overseas Private Investment Corporation (OPIC) | 8 | 6 |
| Corporation for National Community Service (CNCS) | 2 | 2 | IAP - US Agency for International Development (USAID) | 7 | 7 |
| Department of Agriculture (USDA) | 561 | 521 | International Trade Commission (ITC) | 0 | 0 |
| Department of Commerce (DOC) | 1002 | 684 | Merit Systems Protection Board (MSPB) | 4 | 1 |
| Department of Defense (DOD) | 111 | 110 | National Aeronautics and Space Administration (NASA) | 9 | 6 |
| Department of Education (ED) | 57 | 49 | National Archives and Records Administration (NARA) | 20 | 19 |
| Department of Energy (DOE) | 209 | 86 | National Endowment for Humanities (NEH) | 1 | 1 |
| Department of Health and Human Services (HHS) | 468 | 350 | National Endowment for the Arts (NEA) | 0 | 0 |
| Department of Homeland Security (DHS) | 334 | 208 | National Labor Relations Board (NLRB) | 11 | 11 |
| Department of Housing and Urban Development (HUD) | 389 | 387 | National Mediation Board (NMB) | 9 | 9 |
| Department of Justice (DOJ) | 112 | 78 | National Science Foundation (NSF) | 19 | 19 |
| Department of Labor (DOL) | 229 | 209 | Nuclear Regulatory Commission (NRC) | 51 | 51 |
| Department of State (STATE) | 38 | 38 | OCB - Federal Energy Regulatory Commission (FERC) | 14 | 14 |
| Department of the Interior (DOI) | 334 | 307 | OCB - National Transportation Safety Board (NTSB) | 1 | 1 |
| Department of Transportation (DOT) | 156 | 154 | OCB - Office of Government Ethics (OGE) | 7 | 3 |
| Department of Treasury (TREASURY) | 1010 | 828 | OCB - Securities and Exchange Commission (SEC) | 170 | 170 |
| Environmental Protection Agency (EPA) | 174 | 110 | Office of Management and Budget (OMB) | 14 | 13 |
| Equal Employment Opportunity Commission (EEOC) | 1 | 1 | Office of Personnel Management (OPM) | 74 | 69 |
| Export- Import Bank (EXIM) | 29 | 29 | Office of Special Counsel (OSC) | 6 | 3 |
| Federal Communications Commission (FCC) | 126 | 98 | Pension Benefit Guarantee Corporation (PBGC) | 37 | 23 |
| Federal Deposit Insurance Corporation (FDIC) | 62 | 57 | Railroad Retirement Board (RRB) | 36 | 36 |
| Federal Housing Finance Board (FHFB) | 0 | 0 | Small Business Administration (SBA) | 71 | 70 |
| Federal Maritime Commission (FMC) | 17 | 15 | Social Security Administration (SSA) | 191 | 191 |
| Federal Mediation and Conciliation Service (FMCS) | 7 | 6 | U.S. Postal Service (USPS) | 134 | 128 |
| Federal Reserve System (FRS) | 161 | 94 | Veterans Administration (VA) | 210 | 162 |
| | | | Totals | 6848 | 5526 |



- | | |
|---|------------------|
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